## Approved For Release 2005/08/03 CIARDP85-00988R000300090010-0

Office: OL/LSD Objective Statement: Responsible Officer:	Implement corrective action to customer surveys in LSD.	O — Scheduled X — Actual
Significant Funding Am	ount: \$ FY_84	
Ougster Endings Fix	est Quarter Ending 31 December 1983	

25X1

	(	Quarter	1		Quarter	2	, (	Quarter	3		Quorter 4		
Activities Planned	OCT	МОЛ	DEC	MAL	FEB	MAR	APR	MAY	NUL	JUL	AUG	SEP	
Improve the response time in the Architectural Design Staff				υ	0	0	0				n		
Publicize the Division's Interior Design Consultant	N		M										
Continue to work closely with GSA and to improve service to the Agency	0-											-0	
Continue to improve the physical environment and quality of food and service in the FDR	0-											-0	
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## Approved For Release (2005) 1483 | CIA-RDP85-00988R000300090010-0

Office: Objective Statement: Responsible Officer:	OL/LSD Continue to improve the physical environment and quality of food and service in the EDR	O — Scheduled X — Actual
Significant Funding Am	ount: \$ FY_ 84	

Quarter Ending: 31 December 1983

25X1

		Quarter	1	G	)uarter	2	Quarter 3			Quarter 4		
Activities Planned	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Present consultant's proposals to management	N											
Select a manager for the EDR						0						
Implement proposals made by the consultant												
Identify areas of responsibility to be addressed					0							
Assign responsibility by area						0			<b>-</b> -	<del> </del>		0
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	Sı	• •		Supports		Supports		Supports		Supports		ts							Trac	evel	
<u>Objective</u>	DI	OA C	3oa	11	84		<u>85</u>	<u>86</u>	<u>87</u>	<u>88</u>	DDA	OL	Div.								
Logistics Services Division																					
Improve the response time of the Architectural Design Staff.		5			*				·			*	*								
Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.												Τ.	•	(							
	3,	6,	7		*						*	*	*								
Complete implementation of a more effective Vehicle Dispatch Plan.	3,	6,	8		¥						*	*	*								
Implement the DDA's "Quality of Life" program.		5			¥						*	*	*								
Institute a program to have personnel in Agency buildings take more pride in their												-	*								
working area and buildings.		5			*							*	*	<u>€</u> 80 11							
Publicize LSD's Interior Design Consultant.		5			*							*	* .	9							
Resolve problems associated with DCI portraits.		3			*							*	*								
Implement corrective action to customer surveys in LSD.	1	3			*						*	*	*	(							

## Approved For Release 2005/08/03 : CIA-RDP85-00988R000300090010-0

25X1	Office: Objective Statement: Responsible Officer: Significant Funding Amo		he feasibility	of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.	O — Schedulec X — Actual
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Activities Planned		Quarter	1	Quarter 2			Quarter 3			Quarter 4		
		NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Read literature currently available pertaining to IBM Card Sorting Machines and automated scanners for codeword accountability.			0									
2. Determine feasibility of installing automated equipment in Mailroom, i.e., space requirement.						0						
3. Prepare cost estimate.								0				
4. If feasible, formulate plans for implementation.									-	0		
5. Installation.												0
										•		
:												
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25X1	Office: Objective Statement: Responsible Officer: Significant Funding Am Quarter Ending:	OL/LSD/MPB Complete Implementation of a More Effective Vehicle Dispatch Plan ount: \$FY_84	O — Scheduled X — Actual
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Activities Planned		(	Quarter	1	Quarter 2			Quarter 3			Quarter 4		
			NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1.	Develop program to enter motor vehicle requests into an automated system (done).												
2.	Prepare Motor Pool area for installation of computer equipment (done).												
3.	Train dispatchers in the use of system.	0											
4.	Place system on line.		0										
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Office:	OL/LSD	O — Scheduled
Objective Statement:	Implement the DDA's Quality of Life Program	X — Actual
Responsible Officer:		
Significant Funding Am	ount: \$ FY_ 84	
Quarter Ending:		

Activities Planned		Quarter 1			Quarter 2			Quarter 3			Quarter, 4		
L	Activities   Millied	ОСТ	ИОУ	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1.	Work with GSA and GSI to implement plans for upgrading the decor in the North and South cafeterias.	0											0
2.	In conjunction with GSA, FEB, and OMS implement plans for upgrading the appearance and facilities of the gym.	0											0
3.	Work with GSA and OMS to upgrade the decor in the OMS office.	0		<b></b> -									0
4.	Continue to work with GSA to improve the appearance and safety of the ground floor.	0								<b></b>			0
5.	Upgrade women's lounge areas.								0				
6.	Repair tunnel.									Ó			
7.	Paint floors 1, 2, 3, 4, 5, 6, and 7.	0							 				<del>-</del> o
8.	Replace wallpaper in public areas.	0											0
9.	Build running track between perimeter fences.										0		
10.	Construct benches for grounds.											0	
11.	Install canopies at S.E. and N.W. entrance	δ.											0
Att	achment: Prioritized list and estimated co	ı	13 · CI	A-RD	P85-00	1988	กกกสก	იიფიი	10_0				

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Office: Objective Statement:	OL/LSD Implement corrective action to customer surveys in LSD	O — Scheduled X — Actual
Responsible Officer:		A Actour
Significant Funding Am	nount: \$FY_84	
Quarter Ending:		

	Quarter 1		1	Quarter 2			Quarter 3			Quarter 4			
-			NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1.	Improve the response time in the Architectural Design Staff.			÷	0	0	0	0				0	
2.	Publicize the Division's Interior Design Consultant.	0		0									
3.	Continue to work closely with GSA and to improve service to the Agency.	0											0
										•			
							-				•		
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		ROUTIN	G AND	RECOR	D SHEET
SU	BJECT: (Optional)				
	MBO for EDR				•
FRC				EXTENSION	NO.
	OL/LSD				DATE 25 Tanuary 1084
1	3E14 Headquarters				25 January 1984
buil	(Officer designation, room number, and ding)	D	ATE	OFFICER'S	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
<u> </u>		RECEIVED	FORWARDED		- The distribution of the
1.	OL/IGMSS 2B07 Building				
2.	2B07 Building	<u> </u>		·	John,
1 4.					
3.					Attached is the OL level MBO for the EDR and the corrected
] 3.					DDA level MBO adding continuing
4.		-		<del></del>	to improve the EDR to MBO to implement corrective action
4.					to customer surveys in LSD. I
5.		+			hope this is how you wanted the matter handled.
6.					
7.					
		•			Attachments
8.					-
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